

# POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DCLR-10 (Rev. 08-2010)  
State of Wisconsin  
Office of State Employment Relations

1. Position No.  001444	2. Cert / Reclass Request No.  16-0081	3. Agency No.  437
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS WI Department of Children and Families Division of Management Services/Bureau of Performance Management/Research & Program Evaluation Section 1 S. Pinckney, Suite 360 Madison WI 53703
6. CLASSIFICATION TITLE OF POSITION RESEARCH ANALYST-ADVANCED	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Carl Frederick Research Analyst Advanced
9. AGENCY WORKING TITLE OF POSITION KidStat Analyst	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Matt Walsh Program & Policy Chief	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).	
14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:	

## SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %      GOALS AND WORKER ACTIVITIES      (Continue on attached sheets)

SEE ATTACHED

16. SUPERVISORY SECTION – TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See instructions on Page 2.)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.  
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.  
(Please initial and date attachments.)

Signature of first-line supervisor \_\_\_\_\_ Date \_\_\_\_\_

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.  
(Please initial and date attachments.)

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

18. Signature of Personnel Manager \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTE COPIES OF SIGNED FORM TO:  
☐ P-FILE    ☐ OFFICE OF STATE EMPLOYMENT RELATIONS    ☐ EMPLOYEE    ☐ DEPARTMENT    ☐ CERT REQUEST COPY

**Research Analyst - Advanced**  
**Department of Children and Families**  
**Division of Management Services**  
**Bureau of Performance Management**

**Position Summary:** Under the general supervision of the Research Section Chief in the Bureau of Performance Management, this research analyst is a technical expert who designs, develops, and performs complex research and program evaluation that requires statistical and analytic skills. The position works independently to ensure the fulfillment of the department's mission and goals to promote the economic and social well-being of Wisconsin's children and families.

The position collaborates with other researchers, management staff and partners such as counties, contractors, academic, and research institutions. It leads the development of the scope, research methods, content, quality measures, analytical reports and communications directed internally and to the public of internally initiated research and evaluation projects. This position also consults with each of the divisions to provide analytical technical expertise to evaluate internal and contracted research and evaluation deliverables.

**Goals and Activities:**

**40% A. Investigate complex problems by developing analytic solutions to support the ongoing performance management, evaluation and research efforts across the Department of Children and Families.**

- A1. Lead processes with executive team, department managers and program staff to develop new and/or adjust existing performance measures and appropriate benchmarks or targets that can be incorporated into KidStat.
- A2. Produce a variety of written deliverables used to support KidStat including briefing materials for the executive management, performance dashboard and presentation materials for each division's KidStat meeting, Action Plans to facilitate follow up after each division's meeting and semi-annual KidStat performance reports.
- A3. Ensure that all written deliverables using complex qualitative and quantitative data from multiple sources communicate clear analysis, findings, and if appropriate, recommendations.
- A4. Ensure the timely collection, accurate analysis and interpretation of qualitative and quantitative performance data and develop and coordinate efforts with program divisions to improve data reliability.
- A5. Contribute to efforts to institutionalize, continuously improve and expand KidStat as needed.
- A6. Support executive team and department managers in using performance data to achieve department objectives.
- A7. Work with administrative support across program divisions to ensure meeting logistics are effectively managed including schedule management, materials production and distribution and use of audio visual equipment, etc.
- A8. Work with Divisions to scope out and develop analytic plans related to questions proposed during KidStat meetings from executive leadership and from other internal and external sources.
- A9. Use project management skills to manage analytic projects derived from KidStat.
- A10. Serve as an analytic expert with subject knowledge of the data sources and availability across the Department.

**20% B. Serve as a knowledge resource for the executive team and department managers on matters related to performance, research, program, and policy evaluation. Develop policies and procedures as necessary.**

- B1. Conduct short-term, quick turnaround data analytics projects in response to questions posed by the executive team, department managers and program staff.
- B2. Work with existing department administrative databases to analyze, interpret and present data (e.g. eWiSACWIS, CARES, KIDS, etc.).
- B3. Interpret research and evaluation efforts that are relevant to department programs and policies, including conducting literature reviews, identifying best practices and national benchmarks.
- B4. Identify, analyze and evaluate emerging issues relating to programs related to children and families.
- B5. Assist managers, executives and Program/Policy analysts in identifying and framing analytic questions.
- B6. Effectively prioritize analytic needs based on competing priorities developing timelines and plans as needed.
- B7. Apply critical thinking skills to develop research plans based on analytic questions using a plan do check act framework to address business issues.

B8. Identify and discuss model assumptions and their impact with Program/Policy managers, executives and analysts.

B9. Serve on research and evaluation federal grant workgroups.

B10. Review the preparation of reports and summaries of program evaluations and effectively communications findings and results of conclusions to diverse audiences.

B11. Assist with the planning and design of evaluations, including surveys, through researching existing scientific literature, developing protocols for conducting the study, and identifying resources to complete work.

B12. Manage contracts with outside entities (e.g. Institute for Research on Poverty and School of Social Work) to further analytic projects identified within the Department.

B13. Assist the research request coordinators and data stewards to develop, implement, and evaluate data governance and privacy policies maintained at the Department.

**15% C. Independently prepare analytic information on matters related to Department wide priority initiatives, conduct analysis and interpret data in support of the organization's mission.**

C1. Develop a variety of deliverables to be utilized by executive management in the KidStat performance management process including action plans, dashboards, performance reports and other work products as needed.

C2. Design and conduct analyses to answer internally initiated research and evaluation questions which may include merging and manipulating data tables, data cleansing and data testing.

C3. Conduct timely analysis per research design thoroughly checking quality of preliminary results and confirming their validity.

C4. Update model limitations and assumptions and discuss their impact with Program/Policy managers, executives and analysts.

C5. Ensure accurate and clear graphical representations of data for the purpose of performance review.

C6. Investigate data quality and recommend quality improvement as required.

C7. Ensure integrity, accuracy and suitability of available data for answering research questions.

C8. Provide project management support for research and evaluation efforts across the department.

**15% D. Communicate results effectively to facilitate data driven actions in the Department's strategic effort to affect social change.**

D1. Prepare options and recommendations to guide the Bureau, Division and Department through the development of policy.

D2. Discuss preliminary results, limitations with Program staff.

D3. Assist in identifying conclusions and themes based on analysis results, prepare final results and review with Program/Policy staff.

D4. Support Managers and Executives in writing reports, preparing presentations and visualizing data.

D5. Provide clear communication through reports and briefings on issues that affect department policy, research and performance management.

D6. Participate in technical and special committees, task forces, study groups across the department.

D7. Serve on interview teams for prospective job candidates throughout the department.

D8. Maintain clear communication with supervisor.

D9. Maintain website for the Bureau of Performance Management – Research and Program Evaluation section to ensure research and performance management information is up to date.

**10% E. Other research activities as assigned**

**Knowledge, Skills and Abilities:**

1. Extensive knowledge of the principals and practices of social/behavioral research.
2. Extensive knowledge of performance management principles and strategies.
3. Extensive knowledge of statistical analysis and methods.
4. Extensive knowledge of report writing, grant application writing and the preparation of scientific publications.
5. Thorough knowledge of research design and methodology, including survey research and sampling design; including knowledge of program and policy evaluation techniques
6. Extensive skills in oral communication with management and professional staff including informal conversations and formal briefings of research.
7. High level of skill in negotiating agreements and developing compromise among diverse and often conflicting perspectives.
8. Expert skill in writing research reports that are factual and unbiased, that address important programmatic questions, and that are accessible to a nontechnical and general audience.
9. Extensive skills in developing and maintaining effective working relationships with management and professional staff throughout the department including the Secretary's Office.
10. Extensive knowledge of database design, structure, and management.
11. Knowledge of data manipulation software (e.g, SAS).
12. Thorough knowledge of high-level mainframe statistical and file handling software programs including GIS, SAS, Excel, and Access.
13. Ability to analyze incomplete information, evaluate alternatives and make appropriate recommendations for strategic and enterprise-wide solutions.
14. High level of skill in effective project management tools and techniques including the coordination and implementation of complex, department-wide projects and research projects.
15. Knowledge of department's data systems including but not limited to: CARES, KIDS, eWiSACWIS, etc.
16. Knowledge of business management principles and practices
17. Knowledge of budgeting principles and practices.
18. Knowledge of federal and state laws and regulations applicable to Department programs.
19. Knowledge of programs serving low-income families operated outside of the department, including but not limited to workforce development programs, educational programs, housing programs, Medical Assistance, FoodShare, FoodShare Employment and Training.